

New Jersey Department of State
Division of Archives and Records Management
2300 Stuyvesant Avenue CN307 Trenton, new Jersey 08625
(609) 530-3200

ORDER FORM FOR COUNTY RECORDS RETENTION SCHEDULES AND REQUEST AND AUTHORIZATION FOR RECORDS DISPOSAL FORMS

The New Jersey Department of State, Division of Archives and Records Management is responsible for providing assistance to municipal agencies in the field of records management. Records Analysts assist offices in the identification, creation, and implementation of the records retention schedules which are approved by the State Records Committee.

To obtain disposal authorization for records whose retention periods have expired in accordance with the current retention schedules, a **Request and Authorization for Records Disposal** form must be submitted to the Division. The official custodian, and when necessary, the local auditor, must sign the form prior to its submission to the Division. After the information has been verified, the division director authorizes the destruction request confirming that the records satisfy the established retention periods; the form is then returned to the local agency for final disposition and signature.

The acquire county records retention schedules or records disposal forms, check the appropriate box, providing: your name, agency, and address, and mail to the Division of Archives and Records Management.

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|---|--|--|
| <input type="checkbox"/> Adjuster | <input type="checkbox"/> Election Board | <input type="checkbox"/> Planning Board |
| <input type="checkbox"/> Airport | <input type="checkbox"/> Engineering | <input type="checkbox"/> Police |
| <input type="checkbox"/> Board of Taxation | <input type="checkbox"/> Health Departemtn | <input type="checkbox"/> Prosecutor |
| <input type="checkbox"/> Civil Defense & Disaster Control | <input type="checkbox"/> Housing & Development | <input type="checkbox"/> Detention Center - Adult |
| <input type="checkbox"/> County Clerk - Civil | <input type="checkbox"/> Construction Board of Appeals | <input type="checkbox"/> Detention Center - Juvenile |
| <input type="checkbox"/> County Clerk - Civil (obsolete Record) | <input type="checkbox"/> Public Library | <input type="checkbox"/> Treasurer |
| <input type="checkbox"/> County College | <input type="checkbox"/> Public Works | <input type="checkbox"/> Improvement Authority |
| <input type="checkbox"/> County Vocational School | <input type="checkbox"/> County surrogate | <input type="checkbox"/> Sheriff |
| <input type="checkbox"/> County Counsel | <input type="checkbox"/> Weights & Measures | <input type="checkbox"/> Veterans' Services |
| <input type="checkbox"/> Human Services | <input type="checkbox"/> Welfare | <input type="checkbox"/> Jury Commission |
| <input type="checkbox"/> Medical Examiner | <input type="checkbox"/> Mosquito Control Commission | <input type="checkbox"/> Park Commission |
| | | |
| <input type="checkbox"/> General Schedule - County & Municipal | | |
| <input type="checkbox"/> Request and Authorization for Records Disposal | | |

Name: _____

Agency: _____

Address: _____